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CITY OF HOUSTON

Job Posting

Applications accepted from: **ALL PERSONS INTERESTED**

Job Classification **Senior Office Assistant**

Posting Number PN# 109616

Department **Houston Airport System Division Bush Intercontinental Airport** Section **Electrical Systems**

4500 Will Clayton Pkwy. * Reporting Location

Shift work, including rotation, weekends, and holidays* Workdays & Hours

*Subject to change

9 **DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS**

Primary responsibilities are the performance of various complex secretarial functions. This includes, but is not limited to: preparing correspondence, confidential documents and reports; reviews and verifying time to be charged to each project, entering data into the maintenance management system, maintaining log for work orders and trouble tickets, scheduling meetings and appointments; making travel arrangements; answering telephones, screening and routing calls, taking accurate messages; maintaining records and files; ordering and storing supplies; photocopying, collating and distributing correspondence and reports; and assisting with special projects and miscellaneous clerical support.

10 **WORKING CONDITIONS**

Performing these duties will involve the ability to observe and differentiate details; attend to details amid distractions; solve arithmetic and numerical problems; speaking and writing effectively; adjusting to interruptions and changes; dealing with people in tense situations; performing repetitive activities that are critical and demanding; ability to work in standard office environment; maintaining high ethical standards. Occasional very light lifting, such as three or four reams of paper or books (up to 20 pounds or an equivalent weight) may be required. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

High school diploma or GED certificate.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of clerical or administrative support experience are required

13 MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

14 **PREFERENCES**

Word processing and personal computer experience using Windows XP, Word, and Excel. Considerable knowledge of business English, spelling, punctuation and arithmetic, office methods and procedures. Ability to deal courteously and effectively with the public and co-workers by phone and in person.

15 SELECTION/SKILLS TEST REQUIRED

Work Sample Exercise, application review and/or interview. May require heavy typing.

16 SAFETY IMPACT POSITION ⊠ Yes □ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 12

\$ 945.00 - \$ 1,102.00 Biweekly \$24,570.00 - \$28,652.00 Annually

18 **OPENING DATE** MARCH 29, 2006

19 **CLOSING DATE** APRIL 4, 2006

<u>APPLICATION PROCEDURES</u>

r original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or for advanced consideration, submit online at:

http://agency.governmentjobs.com/houstonair/default.cfm

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

An equal opportunity employer